

27 March 1969

Mr. Bannerman  
Deputy Director for Support

Dear Mr. Bannerman:

I hope that I am not being presumptive in writing after my resignation from the Agency. Even though I am no longer employed by the Agency, I feel that I have a few observations that maybe helpful to the Agency in regards to financial control and Budget planning.

During my tour overseas, the biggest deficiency in our budget system was the lack of communications between the field and Headquarters, which resulted in surpluses and deficits in various projects. The timely reporting and sumarizing of world wide expenditures would enable the Agency to make maximum use of funds and resources. I'am currently employed by the  and have become acquainted with a computer program which illustrates the feasibility of a world wode computerized system for expenditures and budget controls.

The enclosed outline gives a brief describition of the program. The input for the computer is taken from codes written on checks by the user, and the program automatically gives a monthly and year-to-date accumulation of expenditures. The program also has a budget option.

I believe that hhe Agency could use a standard cable formate to report expenditures to Headquarters, and the receiver could be tied on line to a computer. It appears, to a layman like myself, that it would be a relatively simple matter to produce a computer program to accomodate the Agency's requirements. The program could give you current month expenditures year-to-date accumulations and variances from budgeted amounts, broken down by project and object class. Although, expenditures would have to be reconciled and audited at a later date, the current information would greatly increase the utilization of funds.

In closing I would like to say that I enjoyed my relationship with the Agency and will look back with fond memories on my experiences and friends that I made through the Agency.

STATINTL

Sincerely yours

